

**U.S. Mission**  
**Property Disposal Sale**  
**at**  
**American Embassy warehouse**  
**Plot 63/67 Spring Road, Bugolobi**  
**Viewing, Registration and Bidding: August 25 - 27, 2015**  
**from 9 AM – 3 PM**

**INSTRUCTIONS TO BIDDERS**

**VIEWING:**

- Purchase a catalog of items for sale for UGX 20,000 (Twenty Thousand Shillings).
- View items for sale on display in the designated warehouse area.

**COMMITMENT DEPOSIT:**

- Members of the public wishing to bid on Lots being offered for sale **MUST REGISTER AND PAY A COMMITMENT DEPOSIT OF UGX 1,000,000 (One Million Uganda Shillings)**. This entitles a bidder to a single official bid form which provides the bidder the opportunity to bid on up to a maximum of thirty (30) lots ONLY. Your registration number will be entered on your bid form.
- Commitment Deposit is paid at the warehouse registration desk to the Embassy cashier. You will receive a bid form and bidder registration number.
- Commitment Deposits will be refunded starting August 31st for both unsuccessful bidders, and to successful bidders who have paid for the Lot(s) awarded (winning bid amounts and URA taxes). Participants can pick up Commitment Deposit refunds at the warehouse payment desk ( Embassy cashier).
- **IMPORTANT NOTE 1: A BIDDER AWARDED A LOT OR LOTS, BUT WHO DEFAULTS ON PAYMENT OF ANY OF THE AWARDED LOTS (BID AMOUNT AND URA TAXES) SHALL FORFEIT HER/HIS COMMITMENT DEPOSIT. (In other words, do not bid on a lot you do not intend to pay for. You will lose your Commitment Deposit if you win and fail to pay. You must pay for all the lots you have won BEFORE you can claim back your Commitment Deposit.)**
- **IMPORTANT NOTE 2:** The Catalog fee of UGX 20, 000 (Twenty Thousand) is NOT included in the Commitment Deposit amount.
- **IMPORTANT NOTE 3:** Commitment deposits will NOT be applied against successful bids, you must pay for your lot(s) before you seek refund of the Commitment Deposit.
- **IMPORTANT NOTE 4:** Keep you receipts as proof of payment of the Commitment Deposit and URA taxes as you will need them to obtain refund of your Commitment Deposit.  
**NOTE:** Successful bidders, who do not pay for their lot within two days, will lose their Commitment deposit as well.

**BIDDING:**

- Clearly write the lot number and bid amount in the spaces provided on the bid form for each lot you wish to submit a bid.

- **DO NOT** include the tax amount in your bid amount. Taxes are set by URA and must be paid in addition to, but separate from, the bid amount. The Tax percentages are calculated from your bid amount. Please review catalogue to establish the taxes due in relation to your bid amount
- **All payments must be in CASH ONLY.**

### **BID WINNERS:**

- **The list of Lot awards will be posted by BIDDER REGISTRATION NUMBER on the embassy's website at <http://kampala.usembassy.gov/> and outside the Embassy Warehouse security check point on Monday, August 31<sup>st</sup>. You need to know your bidder registration number to know which Lot(s) you have been awarded.**
- Attempts will be made to also notify bid winners (Lot awardees) directly through contact information provided during bidder registration.
- Seek clearance with the guards at the warehouse gate to access the Embassy Payment Desk.
- Payments will be made at the Embassy Payment Desk and at the URA cashier desk.
- Payment and collection (pick-up and removal) of Lots starts on Monday, August 31<sup>st</sup>, from 0900 am until 1600 pm.
- Make payment for taxes directly to the URA cashier desk at the Embassy warehouse between the dates August 31<sup>st</sup> through Saturday, September 5, 2015, from 9 AM to 4 PM.  
**Note:** After September 4, 2015, taxes are to be paid directly at the URA office as directed.
- Collect items within **two business days** after payment of bid amounts and URA taxes.
- You must carry with you all your payment receipts (bid payment and taxes payment receipts) and identification in order to pick-up and remove the Lot items.

### **CONDITIONS UNDER WHICH PROPERTY IS SOLD**

- The property is sold on an "as-is-where is basis" for **CASH payment ONLY** without refund or warranty by the US Government. No guarantee can be given for the working/good condition or completeness of any Lot. The U.S. Government cannot be held liable for any errors in this catalogue.
- Items must be loaded and removed by buyers at the warehouse security check point **ONLY**; warehouse team will assist with providing your Lot to security check point for loading/pickup.
- If the buyer fails to collect his fully paid Lot at the Embassy warehouse in the **GIVEN 2 BUSINESS DAYS**, the Embassy will be entitled to charge the bidder for storage up to the bid value and time of storage.
- Both payment of Lot, and the Lot, may be repossessed by the US Mission, with no refund, if not picked up and removed from the Embassy warehouse by September 11, 2015.
- Applicable local taxes and customs duties or fees are paid by the purchaser prior to the collection of any Lot. If you hold duty free status, you must show proof of your tax exemption to URA desk officers.

**The U.S. Government has the authority to reject any or all bids, if they consider the bid amounts insufficient.**